

16 MAY 1978

MEMORANDUM FOR: Deputy Director for Administration
FROM : F. W. M. Janney
Director of Personnel
SUBJECT : Office of Personnel Report --
Week Ending 19 May 1978

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1. (U) National Consortium: Recruiters [redacted] and [redacted] and several EEO representatives are attending the National Consortium for Black Professional Development which is being held in Cleveland, Ohio from 16 May through 19 May. A Job Fair is being conducted in conjunction with this event, and a CIA exhibit will be on display. Agency representatives will be available to counsel and inform those who are attending the conference as well as the large numbers of high school students who are expected to view the exhibits.

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2. (U) Special Recruitment Effort: Recruiter [redacted] of our [redacted] Area Recruitment Office reports good progress in his search for candidates for Office of Technical Services' Assessment Psychologist requirements. He has developed leads at Howard University and has been in touch with Dr. Eliot Blum, Chief of the Clinical Psychology Training Section at St. Elizabeth's Hospital, who advised that the current intern class has two possible candidates. [redacted] plans to interview interested candidates. OTS officials have been informed of the progress of these recruitment efforts.

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3. (U/AIUO) Lifting Clerical Freeze: The Operations Directorate advised Clerical Staffing Branch that they are partially lifting the clerical freeze which was imposed in January 1977. The Directorate will permit entry of no more than five qualified Clerk-Typists and Clerk-Stenographers per month beginning with the 10 July 1978 clerical EOD class.

4. (U/AIUO) Project Opportunity: As of 12 May 1978, Clerical Staffing Branch has 13 Project Opportunity (employ the disadvantaged) applicants in process. They are beginning to come in for their pre-employment medicals and interviews. Plans

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May be downgraded to
CONFIDENTIAL when
separated from
attachment.

are to notify the successful candidates by mid-August 1978 and enter them on duty 7 September 1978. The course they attend at the Civil Service Commission is scheduled to begin 11 September 1978.

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5. (U) Presidential Management Intern Program: [REDACTED], Chief, Staff Personnel Division, attended a meeting of the Coordinators of the Presidential Management Intern Program at the Civil Service Commission on 11 May. The present status of placements and future plans for orientation and training of the interns were discussed. Some agencies expressed unhappiness about competing for the same interns. Even stronger expressions of displeasure were made about the \$1,200 training costs to be levied by the Commission for each intern. Each agency head will be officially advised in about two weeks of this charge.

6. (U/AIUO) New Application Form: We have designed and printed a revised Application for Membership for the VIP. The new form contains additional information which will be of assistance to the VIP officer in processing such applications.

7. (U) Questions and Answers Booklet on CIARDS: We have received a mock-up of the cover for the proposed Headquarters version of the Questions and Answers Booklet on CIARDS and are reviewing galley proofs of the text which appear to be in good order.

8. (C) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 January through 30 June 1978. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement; the figures in parentheses are included in the total figure. Thus, of 201 persons to go by 30 June, 83 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	40 (9)	64 (16)	104 (25)
Signed to go	25 (18)	72 (40)	97 (58)
Totals	65 (27)	136 (56)	201 (83)

9. (U/AIUO) Regulations: We forwarded [REDACTED] Income Tax, to the Regulations Control Branch for publication. 25X1A

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10. (U) Special Training: [REDACTED] of the Personal Affairs Branch is spending two weeks with the Labor Department in on-the-job training with the Branch of Special Claims, Office of Workers' Compensation Programs. This training will enable her to better assist our employees in the filing of compensation claims and provides her with valuable contacts in the OWCP office.

11. (U) Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 50.

12. (S) Rehired Annuitants: See attached report.

COMING EVENTS:

(1). (U) Military Reserve Meeting: LTC. John P. Dodson and Major John A. Shinspaugh from the United States Readiness Command, MacDill Air Force Base, Office of the Director of Intelligence, will present a briefing to the Agency Military Reserve Unit on 22 May 1978. The meeting will be held in the auditorium and will start at 1745 hours.

(2). (U) APP: We will continue working on FY-79 APP format revisions.

(3). (U) Fitness Reports and Promotion Schedules: We will be meeting with Career Service representatives to discuss proposed Fitness Report and promotion schedules. Also, we will continue to assist Career Services with promotion projections.

(Signed) F. W. M. Janney

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Att

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EA-D/Pers/[REDACTED]:rj (18 May 78)

S E C R E T

17 May 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (11-17 May 1978) (U/AIUO)

1. (S) The following rehired civilian annuitant case was processed as a new hire:

NFAC

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- Independent Contractor, OGCR,
effective 28 May 1978.

2. (S) The following rehired civilian annuitant case was approved for extension by the Deputy Director for Administration:

DDA

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- Independent Contractor, Office
of Security, six-month extension.

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